

Regular Council Meeting—October 8, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on October 8, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting September 10, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development

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- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

- a) Virginia Department of Transportation’s “Transportation Alternatives Program” Grant Application

Mayor Mattox advised the purpose of the public hearing is to receive public comment on the proposed Altavista Route 43 Downtown Gateway Project and adopt the Endorsement Resolution.

Mr. Coggsdale advised at last month’s Council meeting, Council approved for Town staff to move forward with the development of an application for consideration of funding through the Virginia Department of Transportation’s Transportation Alternatives Program (TAP). The project would include the area from the intersection of 7th Street & Broad Street to Bedford Avenue to Main Street back to Broad Street and be identified as the Altavista Rt. 43 Downtown Gateway Project. The project would construct new or upgrade existing sidewalks, install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose of creating safe pedestrian and bicycle access at the Town’s primary community and central business district gateway entrance along Bedford Avenue. Staff anticipates that the grant application for the project will seek a project budget of \$500,000, with the Town’s match portion being 20% of that total.

Ms. Kelly Hitchcock, Region 2000, advised this would extend the same streetscape design as is through the Downtown Business area. She noted a key component is Route 43, as this is the Downtown Gateway and also the beginning of the Virginia Byway. This will include visible crosswalks, sidewalks, and pedestrian signals at the 7<sup>th</sup> Street and Bedford Avenue intersection. She stated the cost is still being determined but the preliminary estimate is \$500,000 with a 20% match for the Town’s portion.

Mayor Mattox opened the public hearing at 7:44 p.m. and asked if anyone would like to speak. No one came forward. He closed the public hearing at 7:45 p.m.

Mr. Edwards stated he could see the attractiveness and the timeliness of the project but could also envision the monies being spent on new industry.

Mrs. Dalton noted school children walk to this intersection and cross over to McDonalds, the YMCA, and other parts of Town. This project would finish the loop and felt this adds to the visual beauty of the Town; this also says to business and industries that Council cares about the community.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Endorsement Resolution in regard to consideration of funding through VDOT’s Transportation Alternatives Program be adopted and the Town

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Manager be authorized to execute all the necessary paperwork for such application.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**ENDORSEMENT RESOLUTION  
FOR THE SUBMITTAL TO THE  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
FY 2014-2015 TRANSPORTATION ALTERNATIVES PROGRAM**

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the project sponsoring jurisdiction requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Altavista.

**Now, Therefore, Be It Resolved**, that Town of Altavista, requests the Commonwealth Transportation Board to establish a project or the improvement of the Altavista Rt. 43 Downtown Gateway Project. The project will upgrade existing new sidewalks and install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose creating safe pedestrian and bicycle access at the Town’s primary community and central business district gateway entrance along Bedford Avenue, which also serves as the starting point for Virginia Route 43; a State classified Virginia Scenic Byway.

**Be It Further Resolved**, that the Town of Altavista hereby agreed to provide a minimum 20 percent matching contribution for this project.

**Be It Further Resolved**, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

**Be It Further Resolved**, that the Town of Altavista will be responsible for maintenance and operating costs of any facility constructed with the Transportation Alternatives Program funds unless other arrangements have been made with the Department.

**Be It Further Resolved**, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department, is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013, Town of Altavista, Virginia.

BY: \_\_\_\_\_  
J. Waverly Coggsdale, III  
Town Manager, Town of Altavista

Attest: \_\_\_\_\_

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### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

Mrs. Dalton advised the Finance Committee/Human Resources Committee met and discussed agenda items: Town Investments/Water Improvements Infrastructure Funding, Armory Reuse/Redevelopment, Healthcare Benefits for Retirees, and Virginia Retirement System Hybrid Retirement Plan and Disability Plan.

##### ii. Police/Legislative Committee

Mr. Edwards advised the Police/Legislative Committee met and had a successful meeting.

Mr. Edwards stated he was pleased to report the transition in the Police Department has progressed exceedingly well. The fact that crime rate is down and clearance rate remains high. He noted a change in focus that he felt was more important. Interim Chief Walsh has taken the position of quality of life in the Town is more important than the issuance of traffic tickets as a result he is focused on more serious problems in town in regards to the drug problem. He stated unfortunately Altavista has a drug concern and felt it was a serious issue. He referred to an annual study conducted by the Federal Bureau of Investigations; crimes fueled by drugs ranged from 92 to 98 percent. That statistic dictates if Altavista wants a safe community, resources must be directed towards the drug issue. He noted Interim Chief Walsh is also in the process of initiating a cooperative program with the businesses of Altavista to help them be proactive in the prevention of crime. Mr. Edwards felt the new focus was very encouraging and a value for the taxpayers.

Mr. Edwards stated for a couple of years the Altavista Police Department has conducted tractor/trailer inspections and in order for the officers to remain certified a certain number of inspections had to occur monthly. After discussion, it was concluded the Altavista uniformed officers could assist the Virginia State Police with citations associated with the VSP conducted inspections and the Town would receive the revenue.

Mayor Mattox noted during his term as Chairman of the Police Committee, the officers did a great job with the truck inspections.

It was the consensus of Council that the Altavista uniformed officers could assist the Virginia State Police with citations associated with the VSP conducted inspections.

##### iii. Public Works/Utility Committee

Mr. Ferguson advised the Public Works/Utility Committee discussed the following items:

##### Town Bicycle Accommodation Plan (DRAFT)

Mr. Ferguson advised previously, the Town Bicycle Accommodation Plan (Draft) that was prepared by Region 2000 staff was distributed to Town Council for their review. The Committee has discussed this issue and feels it would be best to invite Kelly Hitchcock of the Region 2000 staff to a brief work session to give Council an overview of the plan. The Committee recommends that the work session be scheduled for Tuesday, November 12<sup>th</sup> at 6:00 p.m. and would include an

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overview of the plan and an opportunity to ask questions or offer suggestions.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton to schedule a work session regarding the Town Bicycle Accommodation Plan (Draft) for Tuesday, November 12<sup>th</sup> at 6:00 p.m. in the Council Chambers.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Campbell County- Water Tank Request

Mr. Ferguson advised the Committee has considered the possibility of seeking to obtain the elevated water tank located adjacent to the Altavista Commons Shopping Center from Campbell County. A letter was presented to Council from Mr. Clif Tweedy, Deputy County Administrator, indicating the County's intent to dismantle the tank and the associated costs. It is also noted that the removal of the tank will require the Town to install a circuit that will close the valve when Reynolds Spring is in operation. The Committee has discussed and recommends the Town request that Campbell County convey the tank to the Town of Altavista and that the funding that would be used for demolition of the tank be appropriated to the Town by the County.

A motion was made by Mr. Ferguson, seconded by Mr. George, to authorize the Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford Water Tank to the Town from the County with \$40,000 appropriated to the Town from the County.

Mr. Higginbotham questioned the piping cost.

Mr. Coggsdale mentioned this would be an expense only if the water tank is removed and this is something that could be in the request. Mr. Tweedy's letter indicated the re-piping would cost approximately \$16,000.

Mr. Ferguson mentioned this request is to authorize the Town Manager to correspond with Campbell County in regards to the conveyance of the water tank. He amended his motion to include an additional \$16,000.

Mr. Edwards asked if this means the Town would take possession of the tank and request the \$40,000 that the County would use to disassemble. He stated he was not willing to accept this agreement.

Mr. Coggsdale noted the correspondence signifies the County is ready to move on this project. Mr. Coggsdale asked if the County accepts is the Town going to move forward with it.

Mr. Higginbotham felt if the County accepts the offer it's a done deal.

Mr. George withdrew his second.

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Mr. Ferguson stated after much discussion, the Public Works Committee felt it was a good deal.

Mr. Edwards questioned the cost to put this tank into operation.

Mr. Ferguson responded it may never be put into operation, but the Town may need the storage tank at some point.

Mr. Edwards asked why the Town would want the tank.

Mr. Ferguson replied if the Town takes ownership and then decides they don't need the tank, the funds from the County are available to dismantle. He mentioned if an industry opens in that area and the Town needs a tank, a new one would have to be built.

Mr. Tomlin stated it boils down to what the Town plans to do once they obtain the water tank. The likelihood of the Town selling water to Campbell County is slim. He felt the two areas the Town could service with this tank were Altavista Commons and Gibsonland. He noted the estimate to refurbish the tank is approximately \$200,000. He felt the Town could not have enough water tanks. It is imperative to have as much storage as possible.

Mrs. Dalton asked if WW Associates had weighed in on this subject.

Mr. Coggsdale replied they had.

Mr. Edwards asked if WW Associates pointed out where the Town might use this water tank.

Mr. Tomlin stated they did not but part of their report covered the corridor from Route 29 over to Route 43 and it could possibly be utilized there.

Mr. Higginbotham stated the only downside he could see was if the \$40,000 estimate was off. The upside is the availability of the tank for additional storage. He felt he could support obtaining the tank.

Mr. Edwards suggesting contacting the County and advising the Town will accept ownership with the provision that the Town can return it to the County at any time and the County would not pay the Town the \$40,000.

Mrs. Dalton felt tearing the tank down would be a waste and Council needs to find a way not to waste it.

Mr. Higginbotham asked Mr. Tomlin if his thoughts were to put the tank into service.

Mr. Tomlin replied only for storage.

Mr. Higginbotham questioned the amount of water purchased from Campbell County.

Mr. Coggsdale responded \$3,300 is in this year's budget for the water purchase.

Mr. Tomlin suggested having an engineer look at the tank and give an

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estimate of cost to refurbish and an estimate to dismantle.

Recommendation of Council was to seek estimates to refurbish and to dismantle the water tank with a decision at the November Council meeting.

Mayor Mattox asked if this water tank could keep Abbott/Ross Laboratories in operation in an emergency situation.

Mr. Tomlin stated it could.

Mr. Higginbotham suggested to Mr. Tomlin to quantify the benefits of the water tank for storage.

### Other Items/Updates

WWTP EOP – The Committee has asked staff to develop an informational packet for Council regarding the on-going activities related to the WWTP Emergency Overflow Pond. Discussion was held on the possibility of creating a dike in a portion of the pond, as well as other items that could possibly assist companies in their efforts to sample and test in the pond; these items were tabled for further review and discussion.

Mr. Higginbotham advised Mr. Greg Boothe and an associate visited the site and conducted some testing. He hopes to return in six to eight weeks. Mr. Higginbotham suggested the Committee consider some type of barge to be used in the lagoon. Mr. Lou Licht is coming November 12<sup>th</sup> to dig up roots for testing and would like to make a presentation to Council.

Mr. Edwards mentioned a NASA Representative was with Mr. Boothe and the \$12,000 was funded by NASA.

English Park Paving- Staff is working on having the park pavement areas surface treated.

Mayor Mattox called for a tentative work session on the PCBs in January, third Tuesday.

### b) Others

### 9. New Business

### 10. Unfinished Business

### 11. Manager's Report

#### a) Project Updates

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Pittsylvania Avenue has been reopened.
- Utility Work continues on 7<sup>th</sup> Street.
- Concrete work along Main Street between Pittsylvania Avenue and Campbell Avenue continues.

Mr. Coggsdale referred to a memo presented to Council regarding Project 5 & 6 Quality Assurance Budget. The memo advises it is estimated that the line item to complete this project needs to be increased by \$12,645. This increase will not

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require additional funds but can be deducted from the current \$31,439 in the contingency remaining for the project.

**Bedford Avenue Waterline Replacement Project**

- Project Coordination Meeting is set with VDOT on Monday, October 7<sup>th</sup>.
- Surveying work is underway in the project area.

b) Other Items as Necessary

Mr. Coggsdale advised of a problem with the disinfectant system at the Wastewater Treatment plant which had to be replaced at \$32,000.

c) Informational Items

12. Matters from Town Council

Mr. George advised the Recreation Committee met and is asking Council to consider some changes to English Park including the elimination of the softball field closest to the gazebo, the removal of one of the volleyball courts and the trimming of some limbs along the river for better visibility.

Mayor Mattox referred this matter to the Public Works Committee for review.

Mayor Mattox advised of a retirement dinner scheduled October 9, 2013 for Mr. Frank Murray, Executive Director of the Avoca Museum.

It was the consensus of Council for the Town Manager to draft a Resolution of Appreciation for Mr. Murray.

13. Closed Session

Mayor Mattox reminded Council members of the Joint Town/County meeting scheduled for October 10 at 6:30 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to continue the Council meeting at 6:30 p.m. October 10, 2013.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued until 6:30 October 10, 2013.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk